



Embassy of the United States of America

Guatemala City, Guatemala

September 12, 2005

VACANCY ANNOUNCEMENT 05-018

OPEN TO: US Citizen Eligible Family Members (AEFMs) – All Agencies

POSITION: ECON Secretary
(FP-7)

OPENING DATE: September 12, 2005

CLOSING DATE: September 26, 2005

WORK HOURS: 20-32 hours per week (to be determined)

GRADE: AEFM
(Position Grade: FP-7 to be confirmed by Washington)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF US GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The US Embassy in Guatemala is seeking a **US Citizen EFM** (AEFM) for employment in country for the position of **ECON Secretary** in the Economic Section. Applicants must be US Citizens capable of obtaining a secret clearance.

BASIC FUNCTION OF THE POSITION:

Provides secretarial and administrative support to the Section Chief and to other members of the section. Occasionally serves as back up in the Front Office. Serves as duty secretary in accordance with established duty roster.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Call 2326-4319 or 2326-4335.

QUALIFICATIONS REQUIRED:

NOTE: All applicants are instructed to address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of high school is required.
2. One year of experience in an administrative or other clerical support position is required.
3. Level III (good working knowledge) speaking/reading English ability. Level III (good working knowledge) speaking/reading Spanish is required. Candidates will take proficiency tests.
4. Must possess word processing skills, organizational and drafting skills.
5. Must be familiar with Foreign Service correspondence and clerical procedures.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Successful candidate must be able to obtain the required security clearance.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612,
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Ruth Vallejo
American Embassy, Guatemala

DEFINITIONS:

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
 - ❖ U.S. Citizen
 - ❖ Spouse or dependent who is at least age 18
 - ❖ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority.
 - ❖ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad.

CLOSING DATE FOR THIS POSITION: SEPTEMBER 26, 2005

The US Mission in Guatemala is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.